



TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

ACTION MINUTES IN LIEU OF NARRATIVE MINUTES

Effective Date: 11/8/1994

Resolution:

PURPOSE

Given our attempts to streamline, consolidate duties where possible and so forth, it makes time management sense to consider action only minutes. There are certain legally required statements of information that must be recorded, for example, jurisdictional facts, written evidence and oral testimony relating to public hearings, motions to adopt resolutions and ordinances. However, the inclusion of arguments, written reports, oral debates, discussion and findings is a matter of personal preference of individual cities.

POLICY

Policy for the use of "action only" minutes for recording minutes relating to town business including the town council, planning commission and any other commissions or committees appoint by the town council.

PROCEDURES

"Action Only" minutes are accepted. Tapes of meetings will be preserved and retained for a period of five years. Duplicate copies of the tapes will be made and stored in a location other than Town Hall.